

STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER
Job Order Detail

READVERTISED

Department: DEPARTMENT OF LIVESTOCK

Division: BRANDS ENFORCEMENT

Date Posted: 09/26/2007

Job Category: Office and Administrative Support

**Position
Number:** 56300144

Position Title: ADMINISTRATIVE SUPPORT (TALLY WRITER)

Location: GLASGOW

Job Status: Part Time Permanent

Salary: \$8.05

Salary Unit: Hour

Additional This position will work from 8 to 16+ hours per week. Fluctuation in
Salary Info: hours (from one 8-hour shift per week to two to three 8-hour shifts per
week) occur seasonally, with busiest times during Fall and Winter
months.

Shift: Daytime

**Band or
Grade:** 2

Closing Date: 10/03/2007

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

MONTANA DEPT. OF LIVESTOCK

PO BOX 202001

HELENA, MT 59620

Phone: (406)444-4995

Fax: 444-1929

TTY: 444-1421

E-mail: shmartin@mt.gov

Special Information:

Essential functions of the position involve physical demands related to sorting tally sheets and entering data for long periods of time (may work more hours per day during shipping season and/or during large sales). The Department of Livestock, Brands Enforcement Division, as a law enforcement agency, performs background checks on all successful applicants.

Duties:

This position is responsible for completing tally forms on livestock shipments, preparing paperwork such as releases for buyers and assisting with the process of balancing total livestock sold on a weekly and monthly basis.

Competencies:

The position requires knowledge of mathematics, basic reconciliation techniques, and Department and Commission Company forms, policies and procedures. Also requires a basic knowledge of stock, departmental requirements regarding liens and mortgages, and livestock industry standards, ownership legal requirements, the statewide brand recording system, and established reporting formats. The position requires skill and ability in the operation of basic office equipment. Working knowledge of livestock and livestock industry extremely desirable.

Education/Experience:

The necessary knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school and 1 year occupationally (office and livestock) related experience.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

A STATE APPLICATION AND SUPPLEMENTAL RESPONSE ARE REQUIRED.

Application materials can be obtained from any Job Service Office, online at www.discoveringmontana.com, or from the Department of Livestock, Personnel Office, Room 309, Scott Hart Building, Helena, MT 59620 (406-444-4995). **APPLICATIONS WILL BE REJECTED FOR LATE, INCOMPLETE APPLICATION MATERIALS.**

Supplemental Questions:

Instructions: Please complete the following supplemental question. Your response must be hand-printed and should be clear, concise and not more than 300 words. Please put your name and the position title and number for which you are applying on the sheet. Your response will be viewed as a sample of your written communication skills.

1. Please tell why you are interested in this position and why you would like to work for the Department of Livestock.

